

January, 2020

Thank you for your interest in the **Teens For Nature Volunteer & Leadership Program** at the Fort Wayne Children's Zoo. If you're applying for the first time, you'll find that volunteering at the zoo is fun, exciting, and a valuable learning experience that you'll utilize for the rest of your life. If you're a returning volunteer, we welcome you back for another season of adventure at the Zoo!

It is important that you review the requirements carefully to decide if this program is right for you. Teens For Nature Volunteer & Leadership Program job descriptions and qualifications can be found at <https://kidszoo.org/volunteers/teen-volunteers/>

New applicants must:

1. Complete an on-line application (including essay answers)
2. Print a recommendation form to be completed and returned by 2/29/20.
3. If applicable, print, complete and return a request for financial aid form

Returning volunteers should complete **only** the on-line application form and, if applicable, print, complete, and return a request for financial aid form.

All applications and forms must be received by **February 29, 2020**. Mail, fax, or e-mail required forms to: Fort Wayne Children's Zoo-3411 Sherman Boulevard-Fort Wayne, IN 46808
Attn: Superintendent of Volunteers Fax: 260-427-6820 e-mail: volunteer@kidszoo.org.

Acceptance to the Teens For Nature Volunteer & Leadership Program is competitive and the number of teens we select is limited. Selection is based on an applicant's submission (by the deadline) of a thoroughly completed application and recommendation letter, as well as educational experiences, extra-curricular activities, and availability. Participants are expected to attend the entire shift each day of their assigned two week session and to adhere to the code of conduct outlined in their participant contract.

After March 31, 2020 you'll receive a letter advising if you've been selected for the program. If chosen, we'll tell you which session and position you are assigned. 1st and 2nd year participants are assigned a position, while returning 3rd, 4th and 5th year participants are awarded their 1st or 2nd preference. The letter will also cover orientation dates and events.

If you have any questions or need more information, please contact the Volunteer Office at (260) 427-6828 or e-mail volunteer@kidszoo.org.

I'm looking forward to receiving your application!

Kathy Terlizzi
Superintendent of Volunteers



TEENS FOR NATURE VOLUNTEER & LEADERSHIP PROGRAM

Recommendation Form



Applicant: Please give this form to a person age 18 or over and not related to you. Please ask that it be completed and mailed/faxed/e-mailed directly to:
 Fort Wayne Children's Zoo, 3411 Sherman Boulevard, Fort Wayne, IN 46808
 Attn: Superintendent of Volunteers by the deadline of February 29 2020.
 Fax: 260-427-6820 e-mail: volunteer@kidszoo.org

(Teen's Name) _____ has applied for a volunteer position in the Teens For Nature Volunteer & Leadership Program at the Fort Wayne Children's Zoo. This will require a commitment of at least 2 weeks during the summer. Please answer the following questions as thoroughly as possible and return this form by the deadline of **February 29, 2020**.

1. How long have you known, and what is your relationship to, this applicant?

2. Circle the number that best describes the applicant for the following qualities (1 = never and 5 = always). Please comment as appropriate:

| | <u>Never</u> | <u>Sometimes</u> | <u>Always</u> | <u>Comments:</u> |
|---|--------------|------------------|---------------|------------------|
| Will carry out tasks dependably | 1 | 2 3 4 | 5 | |
| Arrives on time for assignments | 1 | 2 3 4 | 5 | |
| Listens attentively | 1 | 2 3 4 | 5 | |
| Follows directions | 1 | 2 3 4 | 5 | |
| Can be trusted to work without close supervision | 1 | 2 3 4 | 5 | |
| Dresses neatly & appropriately | 1 | 2 3 4 | 5 | |
| Shows a positive attitude and is pleasant to be around | 1 | 2 3 4 | 5 | |
| When working on a team is co-operative and shows leadership | 1 | 2 3 4 | 5 | |
| Adapts easily to changing circumstances | 1 | 2 3 4 | 5 | |
| Communicates clearly to both adults and children | 1 | 2 3 4 | 5 | |

3. How would you describe the applicant's willingness to learn? _____

4. Is the applicant self-motivated and disciplined? Provide examples if possible. _____

5. Please describe how the applicant interacts with people in general.

6. What can you tell us about the applicant that might assist us in determining his/her qualifications?

Teen's Name: _____

Your Name: _____

Your Address: _____

Your Phone: _____

Your E-mail: _____

Thank you for your time and assistance.

Please return the completed form to: Fort Wayne Children's Zoo, 3411 Sherman Boulevard,
Fort Wayne, IN 46808 Attn: Superintendent of Volunteers by the deadline of **February 29, 2020**.
e-mail: volunteer@kidszoo.org.

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